

ARO Meeting 1-3-4

Outline for Agency Records Management Officers Meetings
27 May 1965

See attached
for Attendance

I. Results from [] STAT

1. Appreciation for co-operation and participation.
2. 9485 cu. ft. removed from offices.
3. 238 pieces of equipment released
4. Records Center experience Jan-Feb-March
5. Government-wide experience--projected savings \$5 million; savings in 1965 \$800,000.
6. Government-wide requisitions in 1964^(Jan-April) were 25,000; in 1965 to May 1 10,483.
7. Records Control Schedules revised - 33.

II. Future Program

1. Continued review of Records Control Schedules
2. Reduction in official and unofficial forms.
3. Correspondence and Reports.
4. Overlapping and duplication.

III. Report on Microfilm Blemishes

1. Blemishes found initially in an Insurance company in Birmingham, Alabama; later in Los Angeles and St. Louis.
2. Continuous use of microfilm does not constitute inspection
3. Loss of information on film is slight.
4. No blemishes found on positive microfilm.
5. No blemishes found on X-Ray or Pictorial film.
6. Testing is in process on Aperature Cards.
7. Blemishes do grow.
8. Research is continuing--National Bureau of Standards \$50,000--Industry \$39,500--Rest of Federal Government \$45,000--Our Agency []
9. National Archives is pleased with research results but will not change its present Moratorium on Microfilming permanent records.
10. The attitude of commercial companies is that the National Archives should wait for approximately one (1) year before making a final determination.

STAT

IV. Courier and Document Receipt for TS and Code Word material.

V. Processing Requisitions for Specialty Filing Equipment.

VI. Filing and Disposition Guide for CS Support Staffs.

VII Systems Magazine -

VIII Training - Records Management Seminars.